## IN THE UNITED STATES DISTRICT COURT FOR THE WESTERN DISTRICT OF NORTH CAROLINA CHARLOTTE DIVISION

ALEX HAMMER,	
Plaintiff,	
v. HENDRICK AUTOMOTIVE GROUP, AND TONDA WILSMAN, Defendants.	) Civil Action No. 3:19-ev-00152

## **EXHIBIT A**

TO

### **NOTICE OF REMOVAL**

Summons and Complaint

STATE OF NORTH CAROLINA	File No. 19 (18) 27 GG
County	In The General Court Of Justice
Name Of Plaintiff Alex Hammer	Mailing alberts - Plaintiff lives in Micklin mora
Address PO BOX 292	CIVIL SUMMONS  ☐ ALIAS AND PLURIES SUMMONS (ASSESS FEE)
City, State, Zip Chiny Crove, NC Z7023 VERSUS	G.S. 1A-1, Rules 3 and 4
Name Of Defendants)  Hendrick Auto Motive Group;  Tandy Wilsman, Regional HR Mgr,  Hudrick Automotive Group	Date Original Summons Issued  Serving by Cethral Manyon, Fally  Date(s) Subsequent Summons(es) Issued
To Each Of The Defendant(s) Named Below:	
Name And Address Of Defendant 1  How drift ANTO MULIN COOP  6000 MUNTOR ROAD  (NUMBER, NE 28212	Name And Address Of Defendant 2 Tonda Wilsman, Regional Homan Resalta Herelrick Automotive Group 6000 Manye Road Charlette Me 22212
¡IMPORTANTE! ¡Se ha entablado un proceso ¡NO TIRE estos papeles! Tiene que contestar a más tardar en 30 días. acerca de su caso y, de ser necesario, hablar documentos!  A Civil Action Has Been Commenced Against You! You are notified to appear and answer the complaint of the plaintiff a	
<ol> <li>Serve a copy of your written answer to the complaint upon the p served. You may serve your answer by delivering a copy to the p</li> <li>File the original of the written answer with the Clerk of Superior of the position.</li> </ol>	
If you fail to answer the complaint, the plaintiff will apply to the Court	
Name And Address Of Plaintiff's Attorney (if none, Address Of Plaintiff)  MA 1 20 5-e	Date Issued Time AM PM
	Deputy CSG Assistant CSC Clerk Of Superior Court
ENDORSEMENT (ASSESS FEE)  This Summons was originally issued on the date indicated above and returned not served. At the request of the plaintiff,	Date Of Endorsement Time AM PM  Signature
the time within which this Summons must be served is extended sixty (60) days.	Deputy CSC Assistant CSC Clerk Of Superior Court

NOTE TO PARTIES: Many counties have MANDATORY ARBITRATION programs in which most cases where the amount in controversy is \$25,000 or less are heard by an arbitrator before a trial. The parties will be notified if this case is assigned for mandatory arbitration, and, if so, what procedure is to be followed.

	TE OF NORTH CAROLINA	IN THE GENERAL COURT OF JUSTICE ) SUPERIOR COURT DIVISION
	OUNTY OF MECKLENBURG	) FILE NUMBER:
	Alex Hammer	JURY REQUESTED (1)
	Plaintiff, vs.	) ) ) <u>COMPLAINT</u> )
JUSMMA)	Hendrick Automotive Grave tow da Wilsond Legional HR Myra Hendride Automotive Grave Defendant.	
	Detendant.	
	<ol> <li>I, the Plaintiff(s), complaining of the state of the stat</li></ol>	nt of Mrcklenberg County, North Carolina.  - Con pany win address  dent of the ck landers County, North Carolina.
	4. (State what the defendant has done to caus	se the damages you are claiming by listing each wrongful act
	separately)	by defineant Tonder Wisman
	A LWAS FIX	ed to downerting discrimination
	agair	Ust my short term discitility
	B. Representative	of the company GM Dard Derce
		explanations to seek to) story
		g Celèision, which were
		astrated to be false and untire.
		tached supporting documentation martials)

D		
WHEREFORE, the Pl	aintiff demands judgment against th	e Defendant for:
dian of he lant or	co award judgment against the defen  MAHUU ON- AUWU  imbursement of my court costs and	dant(s) in the sum of \$  (state claimed damages)  (state claimed damages)  interest at the legal rate from the date
For such other, further	, and different relief to which the Pl	laintiff may be entitled.
This the 20 day of	of <u>February</u> , 2019.	
		Alex Hammer Plaintiff Pb Box 292 Address
	Mailing address -	Plaintiff Po Boy 292
	Plyinfult lives	Address  ( \( \lambda \) \( \sigma \) \( \si
	in Mecklahurg (unty	Chira Crae, NC 280 City/State/Zip 207-949-7104
	ranty	207-949-7104

Subject: Alex Hammer requested email To: David.Pierce@hendrickauto.com Sent: Monday, October 1, 2018 6:34 PM From: Hammer, Alex

move forward: You asked me to email you my thoughts at this point and what I believe makes sense about how to

future performance). anything, as I am brand new, I have a very strong sales performance background which predicts strong number of additional leads in my pipeline already that I believe will sell (and even if I hadn't sold our dealership, I've sold three vehicles in my first five and a half days of selling, and there are a large Personally, I think it by far makes the most sense for me to stay here. During a very very slow period for

Thank you.

well.

one single day when I called out (via your voicemail, before work) because I really really was not feeling

even though that is what I have wanted. Also, you did essentially force me to come in to work on the about my sleep/family issues that you have not explored with HR about the possibility of a leave for me, In regard to my health, I am disappointed that although I mentioned to you by email at the beginning

Jeff and Kristin below.

From: hscpub < hscpub@aol.com > -Original Message---

To: Tonda: Wilsman < Tonda: Wilsman@HendrickAuto.com >

Sent: Mon, Oct 8, 2018 3:42 pm

Subject: Re: Londa and David - Alex Hammer

way to be extra nice). position by David that he was, and another manager, Kristin, came up to me on Saturday and seemed perhaps sorry for her role as well (although she didn't verbalize that, she was just going way out of her appreciate it! One of the managers Jeff, expressed strong discomfort to me re: being forced into the

prevented him from immediately doing what he told me he was going to do. and in fact forced me to come to work on the one single day that I called out) and then because I went to the HR representative in training class the day before returning to the dealership, which may have far is because I had a lot of documentation (including that he did not take my health issues seriously at all had already made up his mind to do to seem justified. The only reason it appears he has not fired me so when you have never spoken to me in person or on the phone about this, to make such a firing that he nar<del>hati</del>ve, and although I am not a mindreader at all I am worried that he may use your support, even bu∯David told me on several occasions (close in time) he planned to fire me, he has pushed an untruthful perhaps David has changed his mind now that the facts are coming to light (or perhaps not, I don't know), form a good working relationship even with those who may have no interest in me. I say that because could have easily requested a transfer but I am not a quitter easily at all and I have continued to try to Alex

n:

Hammer, Alex

ent:

Saturday, September 08, 2018 3:32 PM

To:

David.Pierce@hendrickauto.com

Subject:

David - Alex Hammer

I am very much enjoying being here and appreciate the opportunity.

My personal goal is to reach 25 vehicle sales per month within 1-2 months of starting to sell.

I am writing you now because I have an issue that I wanted to bring to your attention. I do not know if you are busy today so I did not approach you in person but I am here today if you wish to talk or at any time (after today I will be off tomorrow and Tuesday as per the schedule for Team C).

have a very stable life but I have a very unusual amount of high personal stress at this time which is effecting my sleep.

I still feel ok and I didn't want to ask for time off because I just started, but I wanted to bring it to your attention.

I appreciate it a lot.

Thank you.

Mear very beginning of hire. I kept David (GM) Updated as prhlem www.

dition I recognize that	
ersonal Improvement Plan I was have certain ideas to impr	ove your performance. Therefore, I encourage you to provide your
Zersonal Improvement Plan Input and Suggestions:	our state of the outage you to provide your

(Attach additional sheets if needed.)

# 6. Outcomes and Consequences:

- A. Positive: Alex will remain employed with Hendrick Chrysler Dodge Jeep Ram Fiat of Concord by following all company
- B. Negative: Any further actions will result in Disciplinary actions up to and including termination of employment.

7.	Employee	Comments	and/or	Rebuttal:
				THE PERSON AND THE

(Attach additional sheets if needed.)			
8. Employee Acknowledgment: A	cknowledgements of	of action taken.	
I understand that the Company is an "at-will" emterminated any time at the will of either party on no Employee Signature  Witness: (if employee refuses to sign)	pployer, meaning that the price to the other.    Charles   Factor   Date	t my employment has no specified term  Supervisor's Signature	and that the employment relationship may be detection to the desired of the detection of th
Name	Date	Time in conference	
Distribution of copies:EmployerSupervisor	rDepartment Hea	adHuman Resources	

Most of this has already been addressed inariting and is a narrative which does not meet the facts I have explained their touthflows of Most of this and wer D have Made a Mistake, not major, I admit it and seek to Jean from it. Daid has centred ? lay reducal cear for sleep relate distis.

Masashing-cvt00152-page DSC/Nobcumentz-1 Filed 0812/2012 Page scot 15 can

# CONFIDENTIAL

# EMPLOYEE COUNSELING REPORT

	O CHSELLING REPORT
Employee Name: Alex Hammer	
	Department: Sales
Date Presented: 10-3-18	
	Supervisor: Greg Maynor/David Pierce
1. Counseling Level: This report documents the	
West 16	disciplinary action taken.
Verbal Correction	
	Written Warning
Investigatory Leave	
	X Final Written Warning
	With suspension & wout suspens
2. Subject: Check applicable classification.	The my our suspens
Dolicy/Procedure Violation	
<u> </u>	Abcontosi
X Performance To	☐ Absenteeism and Tardiness
X Performance Transgression	□ Pahawi 10
3 Prior N. 428	☐ <u>Behavior/Conduct Infraction</u>
5. 1 Flor Notifications: List prior disciplinary action	on within the last 12 months (unless directly related to current transgression.  If the way he is handling customers. He was counseled on 2.25 to 2.
the way he have " the way he have " the way he have "	on within the last 12 months (unless directly related to current transgression. If the way he is handling customers. He was counseled on 9-25-18 for
the way he handled a customer.	the way he is handling customers. He was counseled to current transgression.
	rad counseled on 9-25-18 fol
October 1st Alex was delivering a car to customer Erik Equipped with Adaptive Cruise Control (ACC). The ca	Alanager and stated he had a customer there to look at a truck and that he ki if someone could get the customer name and phone number so he could customer who stated he did not feel comfortable working with Alex and person assisted the customer and completed the car deal. On Monday are the customer was overheard telling the customer that the car was settlement.
October 1st Alex was delivering a car to customer Erik equipped with Adaptive Cruise Control (ACC). The cape equipped with ACC. Alex also could not pair the curver and complete the pairing for the customer. One of that he was tolking the curver and complete the pairing for the customer.	person assisted the customer and completed the car deal. On Monday ar the customer was purchasing was not equipped with ACC nor could in the ESA.
October Ist Alex was delivering a car to customer Erik quipped with Adaptive Cruise Control (ACC). The case equipped with ACC. Alex also could not pair the cuver and complete the pairing for the customer. One of that he was telling the customer about the ACC on the ery loud in the showroom so he was ask to step into the	person assisted the customer and completed the car deal. On Monday ar the customer was purchasing was not equipped with ACC nor could in the ESA.
October Ist Alex was delivering a car to customer Erik quipped with Adaptive Cruise Control (ACC). The case equipped with ACC. Alex also could not pair the cuver and complete the pairing for the customer. One of that he was telling the customer about the ACC on the ery loud in the showroom so he was ask to step into the	person assisted the customer and completed the car deal. On Monday ar the customer was purchasing was not equipped with ACC nor could in the ESA.
October 1st Alex was delivering a car to customer Erik equipped with Adaptive Cruise Control (ACC). The case equipped with ACC. Alex also could not pair the cuver and complete the pairing for the customer. One of that he was telling the customer about the ACC on the ery loud in the showroom so he was ask to step into the ACC on the ery loud. Performance Improvement Plan:	person assisted the customer and completed the car deal. On Monday as Hodan when he was overheard telling the customer that the car was ar the customer was purchasing was not equipped with ACC nor could it is stomer's phone to the car and had to get another salesperson to take if the F&I managers pulled Alex aside and told him he needed to correct even when Alex was questioned about this customer he became the General Manager's office to discuss the matter.
October 1st Alex was delivering a car to customer Erik Equipped with Adaptive Cruise Control (ACC). The case equipped with ACC. Alex also could not pair the cuver and complete the pairing for the customer. One of that he was telling the customer about the ACC on the ery loud in the showroom so he was ask to step into the ACC on the ery loud in the showroom so he was ask to step into the ACC on the ery loud in the showroom so he was ask to step into the ACC on the ery loud in the showroom so he was ask to step into the ACC on the ery loud in the showroom so he was ask to step into the ACC on the ery loud in the showroom so he was ask to step into the ACC on the ery loud in the showroom so he was ask to step into the ACC on the ery loud in the showroom so he was ask to step into the ACC on the ery loud in the showroom so he was ask to step into the ACC on the ery loud in the showroom so he was ask to step into the ACC on the ery loud in the showroom so he was ask to step into the ACC on the ery loud in the showroom so he was ask to step into the ACC on the ery loud in the showroom so he was ask to step into the ACC on the ery loud in the showroom so he was ask to step into the ery loud in the showroom so he was ask to step into the ery loud in the showroom so he was ask to step into the ery loud in the showroom so he was ask to step into the ery loud in the showroom so he was ask to step into the ery loud in the showroom so he was ask to step into the ery loud in the showroom so he was ask to step into the ery loud in the ery	person assisted the customer and completed the car deal. On Monday as Hodan when he was overheard telling the customer that the car was as the customer was purchasing was not equipped with ACC nor could if the F&I managers pulled Alex aside and told him he needed to correct the evenicle. When Alex was questioned about this customer he became the General Manager's office to discuss the matter.
Detober Ist Alex was delivering a car to customer Erik quipped with Adaptive Cruise Control (ACC). The case equipped with ACC. Alex also could not pair the cuver and complete the pairing for the customer. One of that he was telling the customer about the ACC on the ery loud in the showroom so he was ask to step into the ACC on the ery loud in the showroom so he was ask to step into the ACC on the ery loud in the showroom so he was ask to step into the ACC on the ery loud in the showroom so he was ask to step into the ACC on the ery loud in the showroom so he was ask to step into the ACC on the ery loud in the showroom so he was ask to step into the ACC on the ery loud in the showroom so he was ask to step into the ery loud in the showroom so he was ask to step into the ACC on the ery loud in the showroom so he was ask to step into the ery loud. Performance Improvement Plan:  Measurable/Tangible Improvement Goals: Alex will sting care of the customer's needs and only providing the training or Special Direction to Be Provided: Alex has his managers know so they can provide the training near the ery loud in the showroom so they can provide the training near the ery loud in the showroom so they can provide the training near the ery loud in the showroom so he was ask to step into the ery loud.	person assisted the customer and completed the car deal. On Monday as Hodan when he was overheard telling the customer that the car was as the customer was purchasing was not equipped with ACC nor could it fithe F&I managers pulled Alex aside and told him he needed to correct eventicle. When Alex was questioned about this customer he became are General Manager's office to discuss the matter.  I make sure he is handling all customer with proper customer service, them with correct information.  as been fully trained, if he feels he needs further training here alreeded.
October 1st Alex was delivering a car to customer Erik Equipped with Adaptive Cruise Control (ACC). The case equipped with ACC. Alex also could not pair the customer and complete the pairing for the customer. One of what he was telling the customer about the ACC on the ery loud in the showroom so he was ask to step into the ery loud in the showroom so he was ask to step into the ACC on the ery loud in the showroom so he was ask to step into the ACC on the ery loud in the showroom so he was ask to step into the ACC on the ery loud in the showroom so he was ask to step into the ACC on the ery loud in the showroom so he was ask to step into the ACC on the ery loud in the showroom so he was ask to step into the ery loud in the showroom so he was ask to step into the ACC on the ery loud in the showroom so he was ask to step into the ery loud. Performance Improvement Plan:  Training or Special Direction to Be Provided: Alex has his managers know so they can provide the training n Interim Performance Evaluation Necessary?	person assisted the customer and completed the car deal. On Monday as Hodan when he was overheard telling the customer that the car was as the customer was purchasing was not equipped with ACC nor could in the F&I managers pulled Alex aside and told him he needed to correct eventicle. When Alex was questioned about this customer he became the General Manager's office to discuss the matter.  I make sure he is handling all customer with proper customer service, them with correct information.  as been fully trained, if he feels he needs further training he make the decade.

From: Hammer, Alex

Sent: Wednesday, September 26, 2018 11:04 AM

**To:** 'kristen.lentz@hendrickauto.com' <kristen.lentz@hendrickauto.com> **Cc:** Pierce, David <Samuel.Pierce@HendrickAuto.com>

Subject: Kristen - Alex

Hi Kristen. I am off today. I know that you are probably always pretty busy, but are you willing to sit down with Scott and I together to sort out what happened with that customer?

probably just trying to be helpful (even if it wasn't, so I didn't say anything). front of me). Honestly, until Scott gave the customer his business card I thought, though unusual, that Scott was it at the time (I only did ask Scott very politely to please not give his business card to my customer, especially right in take control of the deal, etc.). I honestly didn't know how to deal with the situation so I didn't say anything to you about customer his business card right in front of me, Scott also going on the lot and into the sales tower as well to work to which sales agent to work with (I gave you a few details later on when you spoke to me, such as Scott handing my the most unprofessional actions I have witnessed in my career, and probably created confusion with the customer about Scott stealing the customer right from my desk when I was making a copy of the customer's driver's license etc. is one of

When I was shadowing with Greg I also witnessed Scott give his business card to one of Greg's customer's that Greg was working on with the time (Scott spoke briefly to Greg about it).

though I did the sale and not Trevor and my name was listed on the board (Francina (sp?) assisted with the sale and Trevor did assist with paperwork). Alŝo, Trevor was given at least half of my first sale and possibly all of it (a few screens differ so I am not sure which) even

Thank you Kristen for helping to sort this out successfully.

CONFIDENTIAL

# EMPLOYEE COUNSELING REPORT

	Employee Name: Alex Hammer	Departmen	t: Sales	
Sparious	Dafe Presented: 09-25-2018	Supervisor	: Kristin Lents	No. of the partition
er versie zu ge	Aphanette (1) Aphanet (2) Apha			The title seek (Approval age
	1. Counseling Level: This report documents the d	sciplinary actio	n taken	1
	X Verbal Correction	o ipinai j actio		
+ · · · ·	verbal Correction		Written Warning	
	Investigatory Leave		Final Written W	Pring
			☐ With susp	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
allor Mary	Control Participant in 60% gs.			
A. Fina	2. Subject: Check applicable classification.			4
	Policy/Procedure Violation		Absenteeism and	Tardiness
The offer)	Date Presented: 09-			
•	Performance Transgression		Behavior/Conduc	f Infraction
	Describe conduct, or policy/rule violated which led to disciplinary action:			
	Describe conduct, or policy/rule violated which led to disciplinary action:			2 7 1 1 1
#				
	3. Prior Notifications: List prior disciplinary actio	n within the las	t 12 months (unless direc	ly related to current
E A TO	transgression.			
	Level of Discipline <u>Date</u> <u>St</u>	<u>ıbject</u>		
	20 Selb Weitball had		1	A STATE OF THE PARTY OF THE PAR
(1) (1) (1) (皮) (1) (1)	Written /			
Maria dalah	Final Written			
	L teriogi			Intraction :
	4. Incident Description and Supporting Det	ails: Include th	he following information	Time Place Date of
	Occurrence, and Persons Present as well as Organizational	Impact.		Time, Trace, Date of
	Customer stated they were not comfortable working with A	lex and decided	to leave while Alex was	nulling up a vehicle to
	snow them. Another sales person noticed they were leaving	without being s	noken to by a cales mand	dar and sought the
	customer in their vehicle as departing. Sales manager then deal. Customer still departed	went out to the	venicle to speak to custon	er to try and save the
	All Alexandre March	2 5	1	
	Maria and an area of the second and a second			
	5. Performance Improvement Plan:			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
1	A Company of the Company	***		
	A. Measurable/Tangible Improvement Goals: Establish 1116 (1985)			a Piner, Date of
	We understand that not every customer will click with	h every sales r	person. However, maki	
	being as accommodating and welcoming as we can be	with each and	d every customer every	time.
	B. Graining or Special Direction to Be Provided:			TO THE ISHER TRANS
	Assistanting of Special Direction to Be Provided:		j	as your disave the
	C600 2:10 ov 001E2 D10 D00 D	noumant 1	1 Filed 02/20/10	Dogo 11 of 15
	Case 3:19-cv-00152-RJC-DSC D	ocument 1-	T Filed 03/28/19	Page 11 of 15

Tue, Oct 30, 2018 11:45 am

hscpub hscpub@aol.comHide To Tonda.Wilsman Tonda.Wilsman@HendrickAuto.com

You NEVER indicated that you wanted me to return to work after you had already sent me home from work when I did return - I expressed an interest in writing in returning to work many times (and the last thing you said to me in our meeting when I did return to work is that sometimes it is not the best fit for an employee...

This situation never needed to occur in the first place because I was doing a good job but David told me several times he was going to fire me when I politely told him that he essentially forced me to come in on the one day I had called in when I wasn't feeling well.

Mon, Oct 29, 2018 6:09 pm

hscpub hscpub@aol.comHide To Tonda.Wilsman Tonda.Wilsman@HendrickAuto.com

PS I had already returned to the dealership following our meeting and was at the dealership, but then you sent me home.

## U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

# DISMISSAL AND NOTICE OF RIGHTS

PO B	Hammer Fro Box 292 na Grove, NC 28023		Charlotte District Off 129 W. Trade Street Suite 400 Charlotte, NC 28202	iice
	On behalf of person(s) aggrieved whose identity is CONFIDENTIAL (29 CFR §1601.7(a))			
EEOC Charg				Telephone No.
	Marie Barnes,			and the second second second second
430-2019-	-00461 Investigator Support Asst			(704) 954-6474
THE EEO	C IS CLOSING ITS FILE ON THIS CHARGE FOR THE FOL	LOV	VING REASON:	
	The facts alleged in the charge fail to state a claim under any of t	he sta	atutes enforced by the El	EOC.
	Your allegations did not involve a disability as defined by the Ame	ericar	ns With Disabilities Act.	
	The Respondent employs less than the required number of empl	oyees	or is not otherwise cove	ered by the statutes.
	Your charge was not timely filed with EEOC; in other words discrimination to file your charge	s, you	u waited too long after	the date(s) of the alleged
X	The EEOC issues the following determination: Based upon its information obtained establishes violations of the statutes. This the statutes. No finding is made as to any other issues that might	does	not certify that the response	ondent is in compliance with
	The EEOC has adopted the findings of the state or local fair emp	loyme	ent practices agency that	investigated this charge.
	Other (briefly state)			
	- NOTICE OF SUIT RIG (See the additional information attach			
Discrimina You may fil lawsuit mu	the Americans with Disabilities Act, the Genetic Informatication in Employment Act: This will be the only notice of distile a lawsuit against the respondent(s) under federal law bass ust be filed WITHIN 90 DAYS of your receipt of this notication time limit for filing suit based on a claim under state law may be	smiss sed or se; or	al and of your right to n this charge in federa your right to sue based	sue that we will send you. I or state court. Your
alleged EP	Act (EPA): EPA suits must be filed in federal or state court of a underpayment. This means that backpay due for any viou file suit may not be collectible.	within latio	ı 2 years (3 years for w ns that occurred <u>mor</u>	villful violations) of the e than 2 years (3 years)
	On behalf of the C	Comm	ission	FEB - 7 2019
Enclosures(s	Thomas M. Colclou Acting Director			(Date Mailed)
HE 60	enny Mann, Regional HR Manager ENDRICK AUTOMOTIVE GROUP 000 Monroe Road, Ste 100 harlotte, NC 28212			a comment y

# INFORMATION RELATED TO FILING SUIT UNDER THE LAWS ENFORCED BY THE EEOC

(This information relates to filing suit in Federal or State court <u>under Federal law</u>. If you also plan to sue claiming violations of State law, please be aware that time limits and other provisions of State law may be shorter or more limited than those described below.)

#### PRIVATE SUIT RIGHTS

Title VII of the Civil Rights Act, the Americans with Disabilities Act (ADA), the Genetic Information Nondiscrimination Act (GINA), or the Age Discrimination in Employment Act (ADEA):

In order to pursue this matter further, you must file a lawsuit against the respondent(s) named in the charge within 90 days of the date you receive this Notice. Therefore, you should keep a record of this date. Once this 90-day period is over, your right to sue based on the charge referred to in this Notice will be lost. If you intend to consult an attorney, you should do so promptly. Give your attorney a copy of this Notice, and its envelope, and tell him or her the date you received it. Furthermore, in order to avoid any question that you did not act in a timely manner, it is prudent that your suit be filed within 90 days of the date this Notice was mailed to you (as indicated where the Notice is signed) or the date of the postmark, if later.

Your lawsuit may be filed in U.S. District Court or a State court of competent jurisdiction. (Usually, the appropriate State court is the general civil trial court.) Whether you file in Federal or State court is a matter for you to decide after talking to your attorney. Filing this Notice is not enough. You must file a "complaint" that contains a short statement of the facts of your case which shows that you are entitled to relief. Courts often require that a copy of your charge must be attached to the complaint you file in court. If so, you should remove your birth date from the charge. Some courts will not accept your complaint where the charge includes a date of birth. Your suit may include any matter alleged in the charge or, to the extent permitted by court decisions, matters like or related to the matters alleged in the charge. Generally, suits are brought in the State where the alleged unlawful practice occurred, but in some cases can be brought where relevant employment records are kept, where the employment would have been, or where the respondent has its main office. If you have simple questions, you usually can get answers from the office of the clerk of the court where you are bringing suit, but do not expect that office to write your complaint or make legal strategy decisions for you.

## PRIVATE SUIT RIGHTS -- Equal Pay Act (EPA):

EPA suits must be filed in court within 2 years (3 years for willful violations) of the alleged EPA underpayment: back pay due for violations that occurred more than 2 years (3 years) before you file suit may not be collectible. For example, if you were underpaid under the EPA for work performed from 7/1/08 to 12/1/08, you should file suit before 7/1/10 – not 12/1/10 -- in order to recover unpaid wages due for July 2008. This time limit for filing an EPA suit is separate from the 90-day filing period under Title VII, the ADA, GINA or the ADEA referred to above. Therefore, if you also plan to sue under Title VII, the ADA, GINA or the ADEA, in addition to suing on the EPA claim, suit must be filed within 90 days of this Notice and within the 2- or 3-year EPA back pay recovery period.

#### ATTORNEY REPRESENTATION -- Title VII, the ADA or GINA:

If you cannot afford or have been unable to obtain a lawyer to represent you, the U.S. District Court having jurisdiction in your case may, in limited circumstances, assist you in obtaining a lawyer. Requests for such assistance must be made to the U.S. District Court in the form and manner it requires (you should be prepared to explain in detail your efforts to retain an attorney). Requests should be made well before the end of the 90-day period mentioned above, because such requests do <u>not</u> relieve you of the requirement to bring suit within 90 days.

#### ATTORNEY REFERRAL AND EEOC ASSISTANCE -- All Statutes:

You may contact the EEOC representative shown on your Notice if you need help in finding a lawyer or if you have any questions about your legal rights, including advice on which U.S. District Court can hear your case. If you need to inspect or obtain a copy of information in EEOC's file on the charge, please request it promptly in writing and provide your charge number (as shown on your Notice). While EEOC destroys charge files after a certain time, all charge files are kept for at least 6 months after our last action on the case. Therefore, if you file suit and want to review the charge file, please make your review request within 6 months of this Notice. (Before filing suit, any request should be made within the next 90 days.)

IF YOU FILE SUIT, PLEASE SEND A COPY OF YOUR COURT COMPLAINT TO THIS OFFICE.